

April 17, 2003

AGENDA  
ILLINOIS CIVIL SERVICE COMMISSION  
April 17, 2003

I. OPENING OF MEETING AT 9:00 A.M. AT 160 NORTH LA SALLE STREET, SUITE S-901, CHICAGO, ILLINOIS

II. PRESENT

III. APPROVAL OF MINUTES OF REGULAR MEETING HELD MARCH 20, 2003

**WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR MEETING HELD MARCH 20, 2003?**

IV. MOTION TO GO INTO EXECUTIVE SESSION

**WILL THE COMMISSION HOLD AN EXECUTIVE SESSION TO CONSIDER APPEALS OF DISMISSAL FILED WITH THE COMMISSION?**

V. RECONVENE MEETING

VI. APPEALS TERMINATED WITHOUT DECISION

Listed below for the record is a summary of appeals in which termination was achieved by action other than formal decision by the Commission. All records pertaining to the appeals are a matter of record in the Commission files.

Dismissals

<u>Name</u>	<u>Title</u>	<u>Department</u>
Ronnie A. Barnes, Sr.	Executive I	Human Services

Request for hearing filed: January 27, 2003

RESULTS: Employee withdrew his request for appeal by letter faxed to the Commission office on March 19, 2003. Case closed by letter dated March 20, 2003.

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VI. APPEALS TERMINATED WITHOUT DECISION (continued)

Leneata Theodore                      Child Protection Specialist Worker                      Dept. of Children &  
Family Services

Request for hearing filed: January 31, 2003

RESULTS: The Commission was advised by telephone call from Respondent's attorney on March 17, 2003, that employee had decided to continue with the grievance process rather than pursue her appeal filed with the Commission. Case closed by letter dated March 18, 2003.

Susan M. Cavanaugh                      Public Service Administrator                      Dept. Natural  
Resources

Request for hearing filed: February 3, 2003

RESULTS: The employee withdrew her request for appeal by letter faxed to the Commission on March 12, 2003. Case closed by letter dated March 12, 2003.

John T. Webb                      Fiscal Officer                      Dept. of Public Health

Request for hearing filed: February 7, 2003

RESULTS: Employee withdrew his request for appeal by letter dated March 10, 2003 and faxed to the Commission. Case closed by letter dated March 10, 2003.

**DOES THE COMMISSION CONCUR WITH THE STAFF DECISIONS IN THE ABOVE MATTERS?**

VII. COURT DECISIONS ON ADMINISTRATIVE REVIEW

Circuit Court - Dismissal

Carol Zurkamer v. Civil Service Commission (No. 1993 MR 000352)

On February 19, 2002, Judge Donald Cadigan allowed a Motion to Dismiss. The cause was stricken and the case was closed.

VIII. COMPLAINTS FILED UNDER RULE 7 OF THE COMMISSION RULES

Deborah Pilapil

Staff received an appeal alleging that the Personnel Code and Rules were not followed in regard to her discharge as a probationary employee with the Department on Aging. The response was that her position of Public Administration Intern is qualified as a trainee position and persons appointed to such positions do not acquire any rights under

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VIII. COMPLAINTS FILED UNDER RULE 7 OF THE COMMISSION RULES (continued)

Jurisdiction B of the Personnel Code. Based upon this cite, the Commission lacks jurisdiction to make a determination in this matter. The appeal was denied by letter dated March 24, 2003.

**DOES THE COMMISSION CONCUR WITH THE STAFF DECISION IN THE ABOVE MATTER?**

Fred Lee Douglas

Mr. Douglas, a non-employee, complained that the Department of Transportation was violating the Personnel Code and Rules relative to the hiring process for Highway Maintainer positions for which he had applied. Staff's investigation determined that Mr. Douglas failed to score highest in each case where he applied. Staff recommends that the complaint be denied.

**DOES THE COMMISSION CONCUR WITH THE STAFF DECISION IN THE ABOVE MATTER?**

Gary Crompton

Mr. Crompton was a probationary employee discharged in violation of the Personnel Code and Administrative Rules relating to discharge of probationary employees. Staff has recommended that Respondent be reinstated to his position and that CMS and DPR be directed to follow Code and Rule provisions and relative procedures required to discharge probationary employees.

**DOES THE COMMISSION CONCUR WITH THE STAFF DECISION IN THE ABOVE MATTER?**

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE

A. Report on Exempt Positions

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Aging .....	106.....	5
Agriculture .....	518.....	9
Arts Council.....	23.....	1
Banks and Real Estate.....	261.....	2
Central Management Services .....	1,156.....	7
Children and Family Services.....	3,514.....	29
Commerce and Community Affairs.....	429.....	20
Corrections.....	14,093.....	103
Deaf and Hard of Hearing Comm.....	8.....	1
Developmental Disabilities Council .....	13.....	1
Elections Board.....	49.....	1
Employment Security .....	1,894.....	10
Environmental Protection Agency .....	1,155.....	4
Financial Institutions.....	85.....	4
Guardianship and Advocacy .....	117.....	6
Historic Preservation Agency .....	191.....	2
Human Rights Commission .....	10.....	2
Human Rights Department .....	138.....	5
Human Services .....	15,731.....	40
Industrial Commission.....	152.....	8
Insurance.....	336.....	4
Investment Board.....	4.....	1
Labor.....	86.....	7
Labor Relations Board Educational.....	22.....	2
Labor Relations Board State .....	23.....	2
Law Enforcement Trng. & Standard Bd. ..	24.....	1
Liquor Control Commission .....	72.....	3
Lottery.....	236.....	7
Medical District Commission .....	5.....	1
Natural Resources .....	1,643.....	22
Pollution Control Board.....	30.....	3
Professional Regulation .....	266.....	9
Property Tax Appeal Board .....	39.....	2
Public Aid .....	2,382.....	14
Public Health.....	1,128.....	16
Revenue .....	1,991.....	29
State Fire Marshal.....	126.....	4
State Police .....	1,537.....	4
State Police Merit Board.....	6.....	1
State Retirement System.....	78.....	1
Veterans Affairs .....	1,144.....	2
TOTALS .....	50,821.....	395

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

B. Governing Rule - Jurisdiction B Exemptions

- a) Before a position shall qualify for exemption from Jurisdiction B under Section 4d(3) of the Personnel Code, the position shall be directly responsible to:
  1. The Governor, or
  2. A departmental director or assistant director appointed by the Governor, or
  3. A board or commission appointed by the Governor, or
  4. The head of an agency created by Executive Order, or the director or assistant director of an agency carrying out statutory powers, whose offices are created by the Governor subject to legislative veto under Article V, Section 11, of the Constitution of 1970, which agency head, director, or assistant director may themselves be subject to exemption under Section 4d(3), or
  5. In an agency having a statutory assistant director, a deputy director exercising full line authority under the director for all operating entities of the agency, provided the statutory role of assistant director is vacant or is assigned clearly distinct and separate duties from the deputy director and as a colleague to him, or
  6. A line position organizationally located between the director and/or assistant director and a subordinate statutorily exempt position(s), provided the position proposed for exemption has line authority over the statutory exempt position(s), or
  7. The elected head of an independent agency in the executive, legislative, or judicial branch of government.
- b) If a position meets the above criterion, it must, in addition, be responsible for one or more of the following before it shall be approved as exempt:
  1. Directs programs defined by statute and/or departmental, board, or commission policy or possess significant authority when acting in the capacity of a director of programs to bind the agency.
  2. Makes decisions in exercising principal responsibility for the determination or execution of policy which fix objectives or state the principles to control action toward operating objectives of one or more divisions, such decisions being subject to review or reversal only by the director, assistant director, board or commission.
  3. Participates in the planning and programming of departmental, board, or commission activities, integrating the plans and projections of related divisions, and the scheduling of projected work programs of those agencies.

\* \* \*

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

C. Department of Commerce and Economic Opportunity - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Jack Lavin of the Department of Commerce and Economic Opportunity has requested 4d(3) policy exemption of the following established position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-42-00-090-00-01
Division:	Illinois Trade Office
Incumbent:	Vacant
Supervisor:	Director Lavin
Location:	Cook County

This position reports to the Director and will be responsible for administrative authority and policy development in the identification of effective marketing, specifically targeted to both importing and exporting economic development that benefit the agency's marketing approach, as well as the State of Illinois' economic strength at an international level.

Considering the reporting relationship directly to the Director and comparable to other program policy exemptions, I agree with Director Lavin and recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed copies of the position description, together with the agency's letter of request and organizational chart. If additional information is required, please contact Marianne Armento, Division Manager at 782-5601 in the Division of Technical Services.

END OF COPY

COPY

Dear Mr. Rumman:

I am requesting 4d(3) exemption for a Senior Public Service Administrator, position number 40070-42-00-090-00-01.

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

C. Department of Commerce and Economic Opportunity - Proposed Exemption  
(continued)

The position reports to the Agency Director and serves as the Manager of the Illinois Trade Office. The position was recently moved to the Bureau of Business Development, but with changes occurring within the Agency, the focus of this position has been returned to report directly to the Director to manage a very strategic part of this Agency's economic development mission. The position must exercise administrative authority and policy development in the identification of effective marketing, specifically targeted to both importing and exporting economic development that benefit the Agency's marketing approach, as well as the State of Illinois' economic strength at an international level. With these functions, it is critical that this position report to the Director, particularly with the current economic challenges impacting this program.

The policy and administrative responsibility of the position warrants consideration to be exempt under Section 4d(3) of the Personnel Code.

I ask for your approval of my request to make this position a 4d(3) exemption and to be effective as soon as possible.

END OF COPY

STAFF ANALYSIS

This position has been relocated from the Bureau of Business Development to the Director's Office as the focus of the duties has been changed to manage a strategic part of the Agency's economic development mission. As this now reports to the Director of the Department of Commerce & Economic Opportunity it meets the requirements of Section 1.142(a)(2) of the Commission's rules. As the Manager of the Illinois Trade Office, this individual will be responsible for the formulation of policy, directing and administering activities for the Trade Office Programs that will include International Trade Centers, Foreign Direct Investment, Office of Administration, International Tourism Grants, International Relations, and International/Overseas Offices. Staff finds that the responsibilities meet the criteria of Section 1.142(b)(1).

**HAVING MET THE REQUIREMENTS FOR EXEMPTION UNDER SECTION 1.142 OF THE COMMISSION'S RULES, WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

C. Department of Commerce and Economic Opportunity - Proposed Exemption (continued)

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-00-090-00-01  
Division: Illinois Trade Office  
Incumbent: Vacant  
Supervisor: Director Lavin  
Location: Cook County

D. Department of Commerce and Economic Opportunity - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Jack Lavin of the Department of Commerce and Economic Opportunity has requested 4d(3) policy exemption of the following established position:

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-00-100-00-01  
Division: Director's Office  
Incumbent: Vacant  
Supervisor: Director Lavin  
Location: Chicago

This position will report to the Agency Director and will serve as the Manager of Women's Business Development Program for the agency. The position is moving from the Bureau of Business Development to the Director's office in order to integrate all women's business issues throughout the agency to present and provide a cohesive agency-wide program for Women's Business Development. This position will serve as a policy-formulating manager that develops the agency programs and directs the department in all facets of women's business issues. Additionally, the position will exercise administrative authority and policy development in the identification of effective techniques to promote the Agency's Women's Business Development Programs.

Considering the reporting relationship directly to the Director and comparable to other program policy exemptions, I agree with Director Lavin and recommend 4d(3) exemption.

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

D. Department of Commerce and Economic Opportunity - Proposed Exemption (continued)

To facilitate your staff's review, I have enclosed copies of the position description, the agency's letter of request and organizational chart. If additional information is required, please contact Marianne Armento, Division Manager at 782-5601 in the Division of Technical Services.

END OF COPY

COPY

Dear Mr. Rumman:

I am requesting a 4d(3) exemption for a Senior Public Service Administrator, position number 40070-42-00-100-00-01.

The position reports to the Agency Director and serves as the Manager of Women's Business Development Programs for the Agency. The position is moving from the Business Development Bureau to the Director in order to integrate all women's business issues throughout the Agency and to present and provide a cohesive Agency-wide program for Women's Business Development. The position is a policy formulating manager that develops the Agency's programs and directs the department in all facets of women's business issues.

With the above responsibilities, the position must exercise administrative authority and policy development in the identification of effective techniques to promote the agency's Women's Business Development Programs.

The policy and administrative responsibility of the position warrant consideration to be exempt under Section 4d(3) of the Personnel Code.

I ask for your approval of my request to make this position a 4d(3) exemption and to be effective as soon as possible.

END OF COPY

STAFF ANALYSIS

This position has been relocated from the Bureau of Business Development to the Director's Office to integrate all women's business issues throughout the agency to provide a cohesive agency-wide program for Women's Business Development. As this now reports to the Director of the Department of Commerce & Economic Opportunity it meets the requirements of Section 1.142(a)(2) of the Commission's

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

D. Department of Commerce and Economic Opportunity - Proposed Exemption (continued)

rules. As Manager of the Women's Business Development Program, this individual will be responsible for formulating policy and implementing agency-wide women's business development programs, including all research, women, minority and small business issues and development of new program initiatives; directing and managing annual program budget. Staff finds that the responsibilities meet the criteria of Section 1.142(b)(1).

**HAVING MET THE REQUIREMENTS FOR EXEMPTION UNDER COMMISSION SECTION 1.142 OF THE COMMISSION'S RULES, WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-42-00-100-00-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director Lavin
Location:	Chicago

E. Department of Commerce and Economic Opportunity - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Acting Director Jack Lavin of the Department of Commerce and Economic Opportunity has requested 4d(3) exemption of the following established position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-42-00-050-00-01
Division:	Illinois Film Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

E. Department of Commerce and Economic Opportunity - Proposed Exemption (continued)

This position serves as Manager of the Illinois Film Office and reports directly to the Agency Director. As Manager, this position has sole management and programmatic responsibility to the effective administration of Illinois' film programs. It formulates and implements policies specific to its programs.

Considering the reporting relationship and the fact that the position formulates and implements policies for the Illinois Film Office programs, I agree with Acting Director Jack Lavin and recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart. If additional information is required, please contact Dee Vrabel, Assistant Manager, Pay and Job Allocation Services Section at 782-2048.

END OF COPY

COPY

Dear Mr. Rumman:

I am requesting a 4d(3) exemption for a Senior Public Service Administrator, position number 40070-42-00-050-00-01.

The position reports to the Agency Director and serves as the Manager of the Illinois Film Office. The position changed its reporting structure to the Director in 1999, however, there was an incumbent in the position at the time, and exclusion from Jurisdiction B of the Personnel Code was not necessary. The incumbent retired in December of 2002, and the Agency would now like to request exemption from 4d(3) of the code due to the position's reporting relationship and the policy development and administrative responsibilities incumbent to this position. This position has sole management and programmatic responsibility to the effective administration of Illinois' film programs. With constantly changing economic and filming trends, it is critical this position target effective markets to promote and impact economic development in the Illinois Film Industry.

The policy and administrative responsibility of the position warrants consideration to be exempt under Section 4d(3) of the Personnel Code.

I ask for your approval of my request to make this position a 4d(3) exemption and to be effective as soon as possible.

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

X.

- E. Department of Commerce and Economic Opportunity - Proposed Exemption (continued)

END OF COPY

STAFF ANALYSIS

The position of Manager of the Illinois Film Office reports to the Director of the Department of Commerce & Economic Opportunity meeting the requirements of Section 1.142(a)(2) of the Commission's rules. This individual will have sole management and programmatic responsibility of the administration of Illinois's film programs. It will formulate and implement policy, organize plans, execute, control and evaluate the operation of the Illinois Film Office; direct and develop market research strategies and programs to promote Illinois as a location for filming to the national and international film industries. Staff finds that the responsibilities meet the criteria of Section 1.142(b)(1).

**HAVING MET THE REQUIREMENTS FOR EXEMPTION UNDER SECTION 1.142 OF THE COMMISSION'S RULES, WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-42-00-050-00-01
Division:	Illinois Film Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Cook County

- F. Illinois Emergency Management Agency - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Director William Burke of the Illinois Emergency Management Agency has requested 4d(3) exemption of the following established position:

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

F. Illinois Emergency Management Agency - Proposed Exemption (continued)

Position Title: Senior Public Service Administrator  
Position Number: 40070-50-17-000-01-01  
Division: Director's Office  
Incumbent: Vacant  
Supervisor: Director  
Location: Sangamon County

This position serves as Deputy Director and reports directly to the Agency Director. The Deputy Director formulates and recommends Agency policies, rules, regulations and procedures. Additionally, the position serves as chair of the Illinois Terrorism Task Force establishing and coordinating public safety programs with the Deputy Chief of Staff for Public Safety in the Governor's Office.

Considering the reporting relationship and the fact that the position formulates and recommends Agency's policies, rules, regulations and procedures, I agree with Director William Burke and recommend 4d(3) exemption. To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart. If additional information is required, please contact Dee Vrabel, Assistant Manager, Pay and Job Allocation Services Section at 782-2048.

END OF COPY

COPY

Dear Mr. Rumman:

I am requesting the attached CMS-1094 job description for Senior Public Service Administrator (40070-50-17-000-01-01) to be exempted from Jurisdiction B of the Illinois Personnel Code under provisions of Paragraph 4d(3). It appears this position qualifies for such exemption as listed below:

1. The position reports to the Director of the Agency;
2. Is administratively responsible for the planning, developing and implementing of state-wide policies and procedures for the Illinois Terrorism Task Force;  
and
3. Will speak on behalf of the Director in directing and advising Agency staff in implementation of policy. The position serves as spokesperson for the Director to explain the goals and objectives of the strategic plans of the Agency.

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

F. Illinois Emergency Management Agency - Proposed Exemption (continued)

If you require additional information please contact my office.

END OF COPY

STAFF ANALYSIS

The position requested for exemption reports to the Director of the Emergency Management Agency meeting the requirement of Section 1.142(a)(2) of the Commission's rules. This individual will serve as the Deputy Director of the Emergency Management Agency and Chair of the Illinois Terrorism Task Force. Duties will include administrative responsibilities for the planning and implementation of statewide policies and procedures for the Illinois Terrorism Task Force, specifically, it will direct, coordinate and establish programs for all activities of the Task Force including strategic planning and setting priorities for federal terrorism funding. This individual will speak on behalf of the director in directing and advising agency staff in implementation of policy. Additionally, it will serve as policy advisor to the Governor's Deputy Chief of Staff for Public Safety on issues involving Homeland Security entailing the production of daily and weekly Homeland Security reports to the Deputy Chief of Staff and the representation of the Deputy Chief of Staff at meetings and briefings to explain the goals and objectives of Homeland Security. Staff finds that the responsibilities of this position meet the criteria for exemption.

**HAVING MET THE REQUIREMENTS FOR EXEMPTION UNDER SECTION 1.142 OF THE COMMISSION'S RULES, WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-50-17-000-01-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon County

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

G. Department of Natural Resources - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

The Acting Director of Natural Resources, Tom Flattery, has requested 4d(3) exemption of the following established position:

Position Title:	Public Service Administrator
Position Number:	37015-12-00-600-00-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Acting Director Flattery
Location:	Springfield

This position formulates, recommends and implements administrative policies and procedures, operating budget and goals and objectives for the efficacious operation, maintenance and security of the facility. This position serves as chair of the Department's statewide Safety and Emergency Plan Committee for the Director's approval.

Considering the reporting relationship, and the fact that the position is responsible for representing the Director of the Agency in the interpretation of programs and policies, I agree with Acting Director Flattery and recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the Agency's letter of request and organization chart. If additional information is required, please contact Marianne Armento at 782-5601 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

Please find enclosed the necessary documents to establish a Public Service Administrator and a position action exempting the position from Jurisdiction B, Section 4d3, of the Personnel Code.

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

G. Department of Natural Resources - Proposed Exemption (continued)

The responsibilities of this position exercises principal responsibility for the determination and execution of policy which fix objectives and state the principals to control action toward operating objectives for more than one division, such decisions are subject to review or reversal only by the Director.

Your concurrence with this request will be appreciated.

Should you need additional information, please contact Salvatore Raymond at 785-0073.

END OF COPY

STAFF ANALYSIS

Additional information about this position has been requested and is being reviewed. An executive order has been issued that may affect the facility management portion of these duties. Acting Director Flattery submitted the original exemption request; therefore, we have requested an updated letter from Director Brunsvold. Staff is recommending that this request be continued until these issues are addressed.

**WILL THE COMMISSION GRANT STAFF'S RECOMMENDATION TO CONTINUE THE REQUEST FOR EXEMPTION ON THE FOLLOWING POSITION:**

Position Title:	Public Service Administrator
Position Number:	37015-12-00-600-00-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Acting Director Flattery
Location:	Springfield

IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (Continued)

H. Department of Central Management Services - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

The Department of Central Management Services has requested 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-50-000-01-01
Division:	Office of Finance
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon

This position will report to the Agency Director and the principle responsibility is for the execution of policy to control the Budget for the Department, by overseeing and controlling agency-wide budget preparation. In addition, this position amends the budget plan and integrating the Agency's accounting procedures and operations on an internal and external basis. Conducts and directs special financial analysis required by the Director, coordinates and participates in analytical projects with the Bureau of the Budget and appropriate agency personnel.

Considering the reporting relationship directly to the Director and comparable to other program policy exemptions, I agree and recommend 4d(3) exemption.

To facilitate your staff review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Tricia Pineda, Office of Internal Personnel, at 782-7638.

END OF COPY

STAFF ANALYSIS

The position requested for exemption reports to the Director meeting the reporting requirements of Section 1.142(a)(2) of the Commission's rules. This individual's principle responsibility will be the execution of policy for the Department of Central Management Services' budget. It will oversee and control agency-wide budget preparation, agency-wide appropriation requests submitted on an annual basis; complete all budget related issues that are requested by the agency, Bureau of the Budget, Legislature, Auditor General; conduct and direct special financial

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

H. Department of Central Management Services - Proposed Exemption (continued)

analysis as may be required by the Director. The position will additionally serve as the liaison to the Bureau of the Budget, House and Senate appropriations directors and staff, various legislators on issues relating to Central Management Services' budget. Meeting the requirements of Section 1.142(b)(2)&(3) it is staff's recommendation to approve this request.

**HAVING MET THE REQUIREMENTS FOR EXEMPTION UNDER SECTION 1.142 OF THE COMMISSION'S RULES, WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-50-000-01-01
Division:	Office of Finance
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon

I. Department of Central Management Services - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

The Department of Central Management Services has requested 4d(3) policy exemption of the following position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-80-000-03-01
Division:	Information Services
Incumbent:	Vacant
Supervisor:	Assistant Director
Location:	Sangamon

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IX. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE (continued)

I. Department of Central Management Services - Proposed Exemption (continued)

This position will report to the Agency Assistant Director and will serve as chief spokesperson for the Assistant Director or the Department of Central Management Services, as well as all Code departments, boards and commissions, with all state and federal officials and agencies, the media, the legislature and community organizations concerning statewide public information and media issues. In addition, this position serves as special advisor to the Assistant Director of CMS on public information and media issues and interagency policy developments.

Considering the reporting relationship directly to the Director and comparable to other program policy exemptions, I agree and recommend 4d(3) exemption.

To facilitate your staff review, I have enclosed copies of the position description and organization charts. If additional information is required, please contact Tricia Pineda, Office of Internal Personnel, at 782-7638.

END OF COPY

STAFF ANALYSIS

The position requested for exemption reports to the Assistant Director of the Department of Central Management Services meeting the requirement of Section 1.142(a)(2) of the Commission's rules. This position will direct and implement all policies and programs for the Department's Office of Public Affairs and Bureau of Information Services meeting the requirement of Section 1.142(b)(1). Additionally, the chief spokesperson of an agency typically does not meet the responsibility requirements for exemption as a policymaking position, but as a matter of policy the Commission has determined the chief information officer of an agency be exempted upon request of the agency. Staff is recommending this request be granted

**HAVING MET THE REQUIREMENTS FOR EXEMPTION UNDER SECTION 1.142 OF THE COMMISSION'S RULES, WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-80-000-03-01
Division:	Information Services
Incumbent:	Vacant
Supervisor:	Assistant Director
Location:	Sangamon

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IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

J. Department of Central Management Services - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

The Department of Central Management Services, has requested 4d(3) policy exemption of the following positions:

Position Title:	Senior Public Service Administrator
Position Number:	40070-37-00-000-13-01,02,03,04,05, and 06
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Chief of Staff SPSA 40070-37-00-000-09-01
Location:	Sangamon

These positions will report to the agency Chief of Staff and the principle responsibility is to serve in a policy formulating capacity coordinating efforts in the development and implementation of human resource policies, procedures and guidelines between CMS, the Governor's Office and designated state agencies. In addition, these positions will have significant authority to effect and monitor policy implementations. It will require not only access to highly confidential and controversial information and records, but also demand input into plans of action to accomplish administration goals in this area. Substantial interaction with Deputy Directors, Directors, and representatives from the Governor's office will occur in the course of these duties.

Considering the reporting relationship directly to the Chief of Staff and comparable to other program policy exemptions, I agree and recommend 4d(3) exemption.

To facilitate review, I have enclosed copies of the position description, and organization charts. If additional information is required, please contact Tricia Pineda, Office of Internal Personnel at 782-7638.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?**

April 17, 2003

IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

J. Department of Central Management Services - Proposed Exemption (continued)

Position Title: Senior Public Service Administrator  
Position Number: 40070-37-00-000-13-01,02,03,04,05, and 06  
Division: Director's Office  
Incumbent: Vacant  
Supervisor: Chief of Staff SPSA 40070-37-00-000-09-01  
Location: Sangamon

K. Department of Natural Resources - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Brunsvold of the Illinois Department of Natural Resources has requested 4d(3) policy exemption of the following established position.

Position Title: Senior Public Service Administrator  
Position Number: 40070-12-00-700-00-01  
Division: Human Resources  
Incumbent: April Cook  
Supervisor: Director  
Location: Sangamon

This position reports to the Director and manages the statewide operations of the Division of Human Resources. This position will direct the development and implementation of policies and procedures for the Division ensuring integration within the Department. In addition, this position will have the authority to speak on behalf of the Director on issues relating to Labor Relations, Personnel, Recruitment, Hiring and the application of State personnel policies and procedures statewide within the Department of Natural Resources.

Considering the reporting relationship directly to the Director and comparable to other program policy exemptions, I agree with Director Brunsvold and recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed copies of the position description, agency's letter of request and organization charts. If additional information is

April 17, 2003

IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

K. Department of Natural Resources - Proposed Exemption (continued)

required, please contact Marianne Armento, Division manager at 782-5601 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

Please find enclosed a position action clarifying the Division of Human Resources' Division Administrator vacant position. This clarification provides the position with the authority to speak on behalf of the Director on issues relating to Labor Relations, Personnel, Recruitment, Hiring and the application of State Personnel policies and procedures statewide within the Department of Natural Resources. Based on this clarification and the reporting structure of the position, it is our opinion this position should be exempted from Jurisdiction B, section 4d3, of the Personnel Code.

Your concurrence with this request will be appreciated.

Should you need additional information, please contact Salvatore Raymond at 785-0073.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-12-00-700-00-01
Division:	Human Resources
Incumbent:	April Cook
Supervisor:	Director
Location:	Sangamon

April 17, 2003

IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

L. Department of Agriculture - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Acting Director Thomas E. Jennings of the Illinois Department of Agriculture has requested 4d(3) exemption of the following established position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-11-72-000-00-01
Division:	Executive Office
Incumbent:	Vacant
Supervisor:	Director of Agriculture
Location:	Springfield

This position reports directly to the Director and directs and administers the Department of Agriculture's County Fairs & Horse Racing Programs, formulates policies and procedures and with full authority of the Director serves as liaison and advisor to fair personnel and fair associations.

Considering the reporting relationship and the fact that the position formulates policies and procedures, I agree with Acting Director Jennings and recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart. If additional information is required, please contact Marianne Armento, Division Manger, Technical Services Division, at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

We are proposing the exemption of a current Senior Public Service Administrator, Opt.5 (40070-11-72-000-00-01), as provided in Section 4d3 of the Personnel Code.

This position reports directly to the Director of Agriculture and directs and administers policies and procedures affecting the Bureau of County Fairs & Horse

April 17, 2003

IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

L. Department of Agriculture - Proposed Exemption (continued)

Racing Programs for the Agency. Acts in full authority for the Director with fair personnel and fair associations and IL State Fair and DuQuoin State Fair Harness Race Meetings.

The attached CMS-104 and organizational charts will depict the placement and responsibility of this position.

If additional information is needed, please contact James A. Shupenus, Jr. at 217-524-0221.

Thank you for your assistance in this matter.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-11-72-000-00-01
Division:	Executive Office
Incumbent:	Vacant
Supervisor:	Director of Agriculture
Location:	Springfield

M. Department of Corrections - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Acting Director Donald N. Snyder, Jr. of the Department of Corrections has requested 4d(3) exemption of the following established position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-29-00-000-20-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon

April 17, 2003

IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

M. Department of Corrections - Proposed Exemption (continued)

This position reports directly to the Director and develops and implements all human resources policies, procedures and guidelines for the Department of Corrections. Additionally, this position serves as the Agency's spokesperson representing the Department with the Governor's Office and Central Management Services regarding human resources issues.

Considering the reporting relationship and the fact that the position represents the Director of Corrections in developing and implementing human resources policies and procedures, I agree with Acting Director Snyder and recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart. If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

This letter is to request that you approve and forward to the Civil Service Commission the request for exempt status 4(d)3 of the Sr. Public Service Administrator, Policy Advisor, for the Illinois Department of Corrections.

This position will report to the Director and serve in a policy formulating capacity, coordinating efforts in the development and implementation of all human resources policies, procedures and guidelines for the Department of Corrections. This individual will serve as the Agency's spokesperson representing the Department with the Governor's office and Central Management Services in matters addressing policy development and implementation regarding human resources issues.

To assist you in your review, the position description and organization chart are attached.

If you have any questions regarding this request, please contact Nanci Bounds at (217) 522-2666.

END OF COPY

April 17, 2003

IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

M. Department of Corrections - Proposed Exemption (continued)

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title: Senior Public Service Administrator  
Position Number: 40070-29-00-000-20-01  
Division: Director's Office  
Incumbent: Vacant  
Supervisor: Director  
Location: Sangamon

N. Department on Aging - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Charles D. Johnson of the Illinois Department on Aging has requested 4d(3) exemption of the following established position:

Position Title: Senior Public Service Administrator  
Position Number: 40070-47-60-000-00-01  
Division: Communications & Training  
Incumbent: Janet S. Costello  
Supervisor: Director on Aging  
Location: Springfield

This position serves as Manager of the Communications and Training and reports directly to the Agency's Director. As Manager, this position develops policies and goals for the Agency's communications and training operations. Additionally, this position serves as liaison to the Governor's Press Office and the Illinois Council on Aging.

Considering the reporting relationship and the fact that the position develops policies and goals for the Agency's communications and training operations, I agree with Director Charles Johnson and recommend 4d3 exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart. If additional

April 17, 2003

IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

N. Department on Aging - Proposed Exemption (continued)

information is required, please contact Marianne Armento, Division Manger, Technical Services Division, at 782-5601.

END OF COPY

COPY

Dear Mike:

I am requesting the establishment of a 4D3 exemption to serve as the Division Manager of Communications & Training. A position description is attached and describes a Senior Public Service Administrator, Opt.1 with responsibility for developing and implementing policy for the Division of Communications & Training.

I appreciate your prompt consideration of this request.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-47-60-000-00-01
Division:	Communications & Training
Incumbent:	Janet S. Costello
Supervisor:	Director on Aging
Location:	Springfield

April 17, 2003

IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

O. Department of Public Aid - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Barry S. Maram of the Department of Public Aid has requested 4d(3) exemption of the following established position:

Position Title:	Senior Public Service Administrator
Position Number:	40070-33-00-030-00-61
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon

This position reports directly to the Director and develops and implements all human resources policies, procedures and guidelines for the Department of Public Aid. Additionally, this position serves as the Agency's spokesperson representing the Department with the Governor's Office and Central Management Services regarding human resources issues.

Considering the reporting relationship and the fact that the position represents the Director of Public Aid in developing and implementing human resources policies and procedures, I agree with Director Maram and recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart. If additional information required, please contact Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

We are proposing the exemption of a new Senior Public Service Administrator, Opt.1, as provided in Section 4(d)3 of the Personnel Code.

April 17, 2003

IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

O. Department of Public Aid - Proposed Exemption (continued)

This position is a Deputy Director position and reports directly to the Director of the Department of Public Aid and directs and administers policies and procedures affecting agency human resource programs for the Agency. This position acts with the full authority of the Director in negotiating statewide labor contracts and in performing outreach to the legislature, other State agencies and to community organizations.

The attached CMS-104 and organizational charts will depict the placement and responsibility of this position. Thank you for your assistance in this matter.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title: Senior Public Service Administrator  
Position Number: 40070-33-00-030-00-61  
Division: Director's Office  
Incumbent: Vacant  
Supervisor: Director  
Location: Sangamon

P. Department of Revenue - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director Brian Hamer of the Department of Revenue has requested 4d(3) policy exemption of the following established position:

Position Title: Senior Public Service Administrator  
Position Number: 40070-25-02-100-00-01  
Division: Research Office  
Incumbent: Vacant  
Supervisor: Director Hamer  
Location: Sangamon County

April 17, 2003

IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

P. Department of Revenue - Proposed Exemption (continued)

This position reports to the Director and will be responsible for developing departmental policies and programs for implementation of state tax statutes and agency rules and regulations, as well as directing coordinating management research studies.

Considering the reporting relationship directly to the Director and comparable to other program policy exemption, I agree with Director Hamer and recommend 4d(3) exemption

To facilitate your staff's review, I have enclosed copies of the position description, together with the agency's letter of request and the organizations chart. If additional information is required, please contact Marianne Armento, Division Manager at 782-5601 in the Division of Technical Services.

END OF COPY

COPY

Dear Director Rumman:

Attached is a Position Description requesting clarification and 4(d)3 exemption of a Senior Public Service Administrator position.

As the Director of Revenue, I am committed to running a professional department that follows the law, and uses a common sense approach to aggressive tax enforcement. Among the goals I have set for the Agency are to make IDOR the center of tax policy within Illinois government, improve the collection and enforcement processes, reduce litigation by resolving matters prior to this alternative and to investigate every opportunity for revenue enhancements. In order to accomplish the goals it is necessary for me to have a position which will be responsible for the completion of highly sensitive management studies which will result in the ways and means to accomplish those goals including implementation of policy on an Agency-wide basis. As a direct subordinate to me, this position will be responsible for directing highly sensitive management research studies for development of program goals and program alternatives, on an Agency-wide basis. In carrying out this role, an incumbent will serve as my representative in meeting with the various organizational entities of the Department for development of management plans, and evaluation of Agency-wide activities. The end result being recommendations to me relative to changes in programs which affect agency administrative policies. This position will serve as my spokesperson in ensuring policies are carried out by top level management staff.

April 17, 2003

IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

P. Department of Revenue - Proposed Exemption (continued)

The second role of this position will be to plan and direct major programmatic activities associated with research and analyzation of state economic and financial policy issues relative to state taxes. Results of these research studies are utilized by the Governor's Office and Bureau of the Budget in making financial forecasts. Therefore, accuracy and integrity of Agency information is a critical issue. This position will be responsible for ensuring the accuracy and integrity of such information being forwarded to the Governor and his staff.

This position meets all criteria for exemption in that it reports directly to the Director of a State Agency, makes decision in exercising principal responsibility for the determination or execution of policy for Agency-wide planning programs, wherein policy decisions are subject to review and approval or disapproval only by me.

Attached is a copy of a current organizational chart defining all exempt positions, which currently report to me. If your staff needs additional information relative to this request, they should contact Betty Ames of the Agency Personnel Office at 217 785-6542.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-25-02-100-00-01
Division:	Research Office
Incumbent:	Vacant
Supervisor:	Director Hamer
Location:	Sangamon County

Q. Department of Insurance - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Director J. Anthony Clark of the Department of Insurance has requested 4d(3) exemption of the following established position:

April 17, 2003

IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

Q. Department of Insurance - Proposed Exemption (continued)

Position Title: Senior Public Service Administrator  
Position Number: 40070-14-20-000-00-01  
Division: Director's Office  
Incumbent: Vacant  
Supervisor: Director  
Location: Sangamon

This position reports directly to the Director and develops and implements all human resources policies, procedures and guidelines for the Department of Insurance. Additionally, this position serves as the Agency's spokesperson representing the Department with the Governor's Office and Central Management Services regarding human resources issues.

Considering the reporting relationship and the fact that this position represents the Director of Insurance in developing and implementing human resources policies and procedures, I agree with Director Clark and recommend 4d(3) exemption.

To facilitate your staff's review, I have enclosed a copy of the subject position, together with the agency's letter of request and the organization chart. If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Divisions, at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

We are proposing the exemption of a new Senior Public Service Administration, Opt.1, as provided in Section 4(d)(3) of the Personnel Code.

This position is a Deputy Director position and reports directly to the Director of Insurance and directs and administers policies and procedures affecting human resource programs for the Agency. This position acts with the full authority of the Director in negotiating statewide labor contracts; performs outreach to the legislature, other State agencies and to community organizations.

The attached CMS-104 and organizational charts will depict the placement and responsibility of this position. Thank you for your assistance in this matter.

END OF COPY

April 17, 2003

IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

Q. Department of Insurance - Proposed Exemption (continued)

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITION?**

Position Title:	Senior Public Service Administrator
Position Number:	40070-14-20-000-00-01
Division:	Director's Office
Incumbent:	Vacant
Supervisor:	Director
Location:	Sangamon

R. Department of Commerce and Economic Opportunity - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

DCEO has previously managed its statutorily mandated operations through a Chief Operating Officer, with the Governor-appointed Assistant Director historically serving in an advisory role with regards to specific initiatives favored by the Governor's Office. While the role of the Assistant Director is being retained, the position of Chief Operating Officer is being abolished, eliminating the position to oversee and coordinate operations of Bureaus across the Agency. Each Deputy Director of a Bureau now reports directly to the Director and the scope of responsibility has increased to implement and identify Agency-wide resources when projects warrant multi involvement for economic development projects. Clarifications of these five 4d(3) positions are hereby submitted for the Commission's information.

Acting Director Jack Lavin of the Department of Commerce and Economic Opportunity (DCEO) has requested 4d(3) exemption of nine other established positions:

The first position serves as Human Resources Manager. The Human Resources Manager reports directly to the Agency Director and carries the authority of the Director to formulate and implement policies and procedures pertaining to Human Resources programs.

April 17, 2003

IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

R. Department of Commerce and Economic Opportunity - Proposed Exemption

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-00-060-00-01  
Division: Director's Office/Office of Human Resources & Labor Relations  
Incumbent: Vacant  
Supervisor: Director  
Location: Sangamon County

Due to the structural changes previously cited, three other positions now report directly to the Director and formulate and implement policies and procedures pertaining to their assigned programs. Additionally, these positions exercise the authority to allocate and control resources for their assigned programs.

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-00-300-00-01  
Division: Director's Office/Office of Financial Management  
Incumbent: Vacant  
Supervisor: Director  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-00-500-00-01  
Division: Director's Office/Information Technology Management  
Incumbent: Marsha A. Leckrone  
Supervisor: Director  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-00-600-00-01  
Division: Director's Office/Management Operations  
Incumbent: Nancy F. Lane  
Supervisor: Director  
Location: Sangamon County

Although the remaining five positions do not meet the reporting criteria of Commission Rule 11, the Commission has granted exemptions of similar positions with the rationale that the employee serves in the capacity of a position exempted from Code coverage in their absence.

IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

R. Department of Commerce and Economic Opportunity - Proposed Exemption

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-25-000-05-01  
Division: Bureau of Tourism  
Incumbent: Vacant  
Supervisor: Deputy Director, SPSA 40070-42-25-000-00-01  
Location: Cook County

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-35-000-05-01  
Division: Bureau of Business Development  
Incumbent: Vacant  
Supervisor: Deputy Director, SPSA 40070-42-35-000-00-01  
Location: Cook County

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-50-000-05-01  
Division: Bureau of Community Development  
Incumbent: Vacant  
Supervisor: Deputy Director, SPSA 40070-42-50-000-00-01  
Location: Cook County

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-60-000-05-01  
Division: Bureau of Technology & Industrial Competitiveness  
Incumbent: Vacant  
Supervisor: Deputy Director, SPSA 40070-42-60-000-00-01  
Location: Cook County

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-70-000-05-01  
Division: Bureau of Energy & Recycling  
Incumbent: Vacant  
Supervisor: Deputy Director, SPSA 40070-42-70-000-00-01  
Location: Cook County

Each of these Assistant Deputy Directors report directly to a Deputy Director and direct and administer their respective Bureau's strategic planning and development of new program initiatives. These positions develop long-term planning and formulate policy to implement long-term goals for their Bureaus. They also carry the authority to commit policy, resources and operational actions in the same capacity of the role of Deputy Director in the Deputy Director's absence.

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IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

R. Department of Commerce and Economic Opportunity - Proposed Exemption

Considering the structural changes caused by the abolition of the Chief Operating Officer and the programmatic responsibilities of all the above-listed positions, I agree with acting Director Jack Lavin and recommend 4d3 exemption.

To facilitate your staff's review, I have enclosed a copy of the subject positions, together with the agency's letter of request and organizational charts. If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY

COPY

Dear Director Rumman:

I am requesting 4d(3) exemptions for nine Senior Public Service Administrator positions in the Department of Commerce and Economic Opportunity.

One of the positions requested for 4d(3) exemption is the Senior Public Service Administrator, Human Resources Manager (40070-42-00-060-00-01). This position has always reported to the Agency Director and has the reporting criteria necessary for exemption. The position administers programs and functions defined by Illinois statute of the Personnel Code. This position also maintains the authority to make administrative decisions on behalf of the Director and implement policy and procedures pertaining the Human Resources for the Director.

There are five Assistant Deputy Director positions impacted by structural changes occurring in the Agency that warrant request for 4d(3). These five positions are:

Senior Public Service Administrator  
Tourism Assistant Deputy Director  
40070-42-25-000-05-01

Senior Public Service Administrator  
Business Development Assistant Deputy director  
40070-42-35-000-05-01

Senior Public Service Administrator  
Community Development Assistant Deputy Director  
40070-42-50-000-05-01

April 17, 2003

IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

R. Department of Commerce and Economic Opportunity - Proposed Exemption

Senior Public Service Administrator  
Technology & Industrial Competitiveness Assistant Deputy Director  
40070-42-60-000-05-01

Senior Public Service Administrator  
Energy & Recycling Assistant Deputy Director  
40070-42-70-000-05-01

The agency has previously managed its statutorily mandated operations through a Chief Operations Officer, with the Governor-appointed Assistant Director historically serving in an advisory role with regards to specific initiatives favored by the Governor's Office. The position of Chief Operating Officer is being abolished, with the subordinate Deputy Director positions now reporting directly to the agency director, while the role of the Assistant Director is being retained.

The removal of the Chief Operating Officer now makes each Deputy Director of a Bureau individually responsible to the Agency Director, with a greater emphasis placed on this Deputy's administration of its assigned Bureau. There is no longer a position to oversee and coordinate operations of Bureaus across the Agency and the Deputy Director's scope of responsibility has increased to implement and identify Agency-wide resources when projects warrant multi involvement for economic development projects.

In turn, this change elevates the reporting hierarchy and the principle policy administration of the Assistant Deputy Director positions. The Assistant Deputy Director directs and administers the Bureau's strategic planning, developing new program initiatives for the Bureau. These positions also maintain authority to commit policy, resources and operational actions in the same capacity of the Deputy Director in their absence.

The remaining three positions requested for 4d3 exemption are also impacted by the structural changes resulting from the abolishment of the Chief Operating Officer. These three positions are:

Senior Public Service Administrator, Financial Management Manager  
40070-42-00-300-00-01

Senior Public Service Administrator, Information Technology Manager  
40070-42-00-500-00-01

April 17, 2003

IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

R. Department of Commerce and Economic Opportunity - Proposed Exemption

Senior Public Service Administrator, Management Operations Manager  
40070-42-00-600-00-01

With this change, these positions now report directly to the Director, and also manage and exercise the authority to commit policy and resources for their assigned programs.

The structural changes and programmatic responsibilities of all the above listed positions, warrant consideration of exemption of 4d(3) of the Personnel Code. These changes will strengthen the accountability and responsibility of the positions to carry out the Agency's mission and direction.

I appreciate your consideration of this request and ask for your approval to make these positions 4d(3) exempt.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?**

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-00-060-00-01  
Division: Director's Office/Office of Human Resources & Labor Relations  
Incumbent: Vacant  
Supervisor: Director  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-00-300-00-01  
Division: Director's Office/Office of Financial Management  
Incumbent: Vacant  
Supervisor: Director  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-00-500-00-01  
Division: Director's Office/Information Technology Management  
Incumbent: Marsha A. Leckrone  
Supervisor: Director  
Location: Sangamon County

April 17, 2003

IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

R. Department of Commerce and Economic Opportunity - Proposed Exemption

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-00-600-00-01  
Division: Director's Office/Management Operations  
Incumbent: Nancy F. Lane  
Supervisor: Director  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-25-000-05-01  
Division: Bureau of Tourism  
Incumbent: Vacant  
Supervisor: Deputy Director, SPSA 40070-42-25-000-00-01  
Location: Cook County

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-35-000-05-01  
Division: Bureau of Business Development  
Incumbent: Vacant  
Supervisor: Deputy Director, SPSA 40070-42-35-000-00-01  
Location: Cook County

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-50-000-05-01  
Division: Bureau of Community Development  
Incumbent: Vacant  
Supervisor: Deputy Director, SPSA 40070-42-50-000-00-01  
Location: Cook County

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-60-000-05-01  
Division: Bureau of Technology & Industrial Competitiveness  
Incumbent: Vacant  
Supervisor: Deputy Director, SPSA 40070-42-60-000-00-01  
Location: Cook County

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-70-000-05-01  
Division: Bureau of Energy & Recycling  
Incumbent: Vacant  
Supervisor: Deputy Director, SPSA 40070-42-70-000-00-01  
Location: Cook County

April 17, 2003

IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

S. Department of Commerce and Economic Opportunity - Proposed Exemption

The following recommendation and supporting materials were received from the Director of Central Management Services.

COPY

Dear Chairman Richards:

Acting Director Jack Lavin of the Department of Commerce and Economic Opportunity (DCEO) has requested 4d(3) exemption of nine established positions.

Position Title: Public Service Administrator  
Position Number: 37015-42-00-000-02-01  
Division: Director's Office  
Incumbent: Vacant  
Supervisor: Director  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-00-000-03-01  
Division: Director's Office  
Incumbent: Vacant  
Supervisor: Director  
Location: Cook County

Both of these positions report directly to the Agency's Director. The first position serves as the Associate Executive Assistant for the Springfield Office. This position serves as a liaison for the Director regarding administrative programs of a controversial nature. The second position reports directly to the Agency's Director and serves as the Chief of Staff. This position is responsible for evaluating and executing Agency programs and provides cohesive programmatic development of the Agency's economic development goals and missions.

The remaining seven positions do not meet the reporting criteria of Commission Rule 11, however, they are responsible for planning and performing programmatic activities for the Department.

Position Title: Public Service Administrator  
Position Number: 37015-42-00-000-15-01  
Division: Director's Office  
Incumbent: John C. Glazier  
Supervisor: Director  
Location: Sangamon County

April 17, 2003

IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

S. Department of Commerce and Economic Opportunity - Proposed Exemption (continued)

Specifically, this position serves as a liaison with the legislature and constituents for the statewide grant program.

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-00-071-00-02  
Division: Director's Office  
Incumbent: Mona B. Martin  
Supervisor: Senior Public Service Administrator 40070-42-00-070-00-01  
Location: Sangamon County

This position formulates new policy and administrative standards for Agency-wide implementation and plans, designs and develops statewide legislative initiatives for new economic and community development.

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-00-073-00-01  
Division: Director's Office/Bureau of Policy Development Planning & Research  
Incumbent: Vacant  
Supervisor: Senior Public Service Administrator 40070-42-00-070-00-01  
Location: Sangamon County

This position serves as the Manager of the Illinois FIRST Program, which is responsible for developing all policies and programs.

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-00-074-00-01  
Division: Director's Office/Bureau of Policy Development Planning & Research  
Incumbent: Vacant  
Supervisor: Senior Public Service Administrator 40070-42-00-070-00-01  
Location: Sangamon County

This position serves as the Manager of Census Data and Goal Review. This position formulates Agency-wide goals and objectives and develops a reporting process to report to the General Assembly. Additionally, this position manages and administers the Illinois State Data Center Cooperative.

April 17, 2003

IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

S. Department of Commerce and Economic Opportunity - Proposed Exemption (continued)

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-00-094-00-01  
Division: Illinois Trade Office  
Incumbent: Vacant  
Supervisor: Senior Public Service Administrator 40070-42-00-090-00-01  
Location: Cook County

This position serves as Manager of the International Business European/Middle East/Africa and Asia offices. This incumbent formulates policies, plans, directs, evaluates and executes all of the Agency programs directed at Europe, the Middle East, Asia and Africa.

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-00-095-00-01  
Division: Director's Office  
Incumbent: Vacant  
Supervisor: Senior Public Service Administrator 40070-42-00-090-00-01  
Location: Cook County

This position serves as Manager of the America's Office and Export Trade Office. The incumbent formulates policy, plans, directs, evaluates and executes all of the functions and activities of the America's Office.

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-00-400-10-01  
Division: Director's Office/Coal Development & Marketing  
Incumbent: Vacant  
Supervisor: Senior Public Service Administrator 40070-42-00-400-00-01  
Location: Sangamon County

This position plans all statewide Coal Programs, including the development, organization and implementation of comprehensive plans and promotional campaigns for marketing Illinois coal and clean coal-burning technologies. Considering the programmatic responsibilities of all the above listed positions, I agree with Acting Director Lavin and recommend 4d3 exemption. To facilitate your staff's review, I have enclosed a copy of the subject positions, together with the agency's letter of request and organizational charts. If additional information is required, please contact Marianne Armento, Division Manager, Technical Services Division, at 782-5601.

END OF COPY

April 17, 2003

IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

S. Department of Commerce and Economic Opportunity - Proposed Exemption (continued)

COPY

Dear Mr. Rumman

I am requesting a 4d(3) exemption for one (1) Senior Public Service Administrator, and two (2) Public Service Administrators that provide key management support to the Agency Director.

The Senior Public Service Administrator, position number 40070-42-00-000-03-01, reports to the Agency Director and serves as the agency Chief of Staff. The agency Chief of Staff will exercise principal responsibility in evaluating and executing agency programs, and in providing cohesive programmatic development of the Agency's economic development goals and missions.

The Public Service Administrator, position number 37015-42-00-000-02-01, reports to the Agency Director and will serve as the Associate Executive Assistant based in Springfield. In this role, the Associate Executive Assistant will participate in the planning and programming of the Department activities based in the Director's Office, perform administrative functions for the Director and serve as a liaison and representative for the Director regarding administrative programs of a controversial nature.

The Public Service Administrator, position number 37015-42-00-000-15-01, reports to the Director of Legislative Affairs, and participates on planning and programmatic activities of the Department in the statewide grant program assigned to the Office. The individual in this role will serve as a liaison with the legislature and constituents for the statewide grant program interests affecting the Agency.

The policy and administrative responsibility of these three positions warrant consideration to be exempt under Section 4d(3) of the Personnel Code.

I ask for your approval of my request to make these positions 4d(3) exempt and to be effective as soon as possible.

END OF COPY

April 17, 2003

IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

S. Department of Commerce and Economic Opportunity - Proposed Exemption (continued)

COPY

Dear Mr. Rumman:

I am requesting a 4d(3) exemption for three (3) Senior Public Service Administrators that play a lead role in the development of Agency policies, and provide key management and support to the Director of Policy Development, Planning, and Research Division of the Agency.

The Senior Public Service Administrator, position number 40070-42-00-071-00-02, reports to the Director of Policy Development, Planning, and Research, and serves as the manager of Program and Policy Development. The individual in this role will formulate new policy and administrative standards for agency-wide implementation, and will plan, design, and develop statewide legislative initiatives for new, Agency-wide economic and community development programs.

The Senior Public Service Administrator, position number 40070-42-00-073-00-01, reports to the Director of Policy Development, Planning, and Research, and serves as the Manager of the Illinois FIRST program. The individual in this role will develop all policy and program initiatives for Illinois FIRST, develop all procedural processes for administering approximately \$560 million in grant add-ons for the state of Illinois, and supervises all employees in the Illinois FIRST unit.

The Senior Public Service Administrator, position number 40070-42-00-074-00-01, reports to the Director of Policy Development, Planning, and Research, and serves as the manager of Census Data and Goal Review. The individual in this role will formulate agency-wide goals and objectives and develop a reporting process for reporting data on goals and objectives to the Illinois General Assembly. In addition, this individual is responsible for managing and administrating the Illinois State Data Center Cooperative.

The policy and administrative responsibility of these three positions warrant consideration to be exempt under Section 4d(3) of the Personnel Code.

I ask for your approval of my request to make these positions 4d(3) exempt and to be effective as soon as possible.

END OF COPY

April 17, 2003

IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

S. Department of Commerce and Economic Opportunity - Proposed Exemption (continued)

COPY

Dear Mr. Rumman:

I am requesting 4d(3) exemptions for two (2) Senior Public Service Administrators that provide key management support to the Illinois Trade Office.

The Senior Public Service Administrator, position number 40070-42-00-094-00-01, reports to the Director of the Illinois Trade Office and serves as the Manager of the International Business European/Middle East/ and Africa office and Asia offices. This individual will formulate policy, plan, direct, evaluate, and execute all functions of the Agency programs directed at Europe, the Middle East, Asia and Africa.

The Senior Public Service Administrator, position number 40070-42-00-095-00-01, reports to the Director of the Illinois Trade Office and serves as the Manager of the America's Office and Export Trade Office. The individual in this position will formulate policy, plan, direct, evaluate, and execute all functions and activities of the America's office.

The policy and administrative responsibility of these two positions warrant consideration to be exempt under Section 4d(3) of the Personnel Code.

I ask for your approval of my request to make these positions 4d(3) exempt and to be effective as soon as possible.

END OF COPY

COPY

Dear Mr. Rumman:

I am requesting a 4d(3) exemption for one (1) Senior Public Service Administrator that provides key management support to the Agency's Deputy Director of the Office of Coal Development and Marketing. The elimination of the Agency's Chief Operations Officer has subsequently increased the management and policy making responsibility of this position enough to warrant such exemption.

The Senior Public Service Administrator, position number 40070-42-00-400-10-01, reports to the Deputy Director of the Office of Coal Development and Marketing and serves as the Manager of Coal Programs. In this position, the individual will participate in planning and programming of all statewide Coal Programs, including the development,

April 17, 2003

IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

S. Department of Commerce and Economic Opportunity - Proposed Exemption (continued)

organization, and implementation of comprehensive plans and promotional campaigns for marketing Illinois coal and clean coal-burning technologies.

The policy and administrative responsibility of this position warrants consideration to be exempt under Section 4d(3) of the Personnel Code. I ask for your approval of my request to make this position 4d(3) exempt and to be effective as soon as possible.

END OF COPY

**WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?**

Position Title: Public Service Administrator  
Position Number: 37015-42-00-000-02-01  
Division: Director's Office  
Incumbent: Vacant  
Supervisor: Director  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-00-000-03-01  
Division: Director's Office  
Incumbent: Vacant  
Supervisor: Director  
Location: Cook County

Position Title: Public Service Administrator  
Position Number: 37015-42-00-000-15-01  
Division: Director's Office  
Incumbent: John C. Glazier  
Supervisor: Director  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-00-071-00-02  
Division: Director's Office  
Incumbent: Mona B. Martin  
Supervisor: Senior Public Service Administrator 40070-42-00-070-00-01  
Location: Sangamon County

April 17, 2003

IX. EXEMPTIONS UNDER SECTION 4D(3) OF THE PERSONNEL CODE (continued)

S. Department of Commerce and Economic Opportunity - Proposed Exemption (continued)

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-00-073-00-01  
Division: Director's Office/Bureau of Policy Development Planning & Research  
Incumbent: Vacant  
Supervisor: Senior Public Service Administrator 40070-42-00-070-00-01  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-00-074-00-01  
Division: Director's Office/Bureau of Policy Development Planning & Research  
Incumbent: Vacant  
Supervisor: Senior Public Service Administrator 40070-42-00-070-00-01  
Location: Sangamon County

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-00-094-00-01  
Division: Illinois Trade Office  
Incumbent: Vacant  
Supervisor: Senior Public Service Administrator 40070-42-00-090-00-01  
Location: Cook County

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-00-095-00-01  
Division: Director's Office  
Incumbent: Vacant  
Supervisor: Senior Public Service Administrator 40070-42-00-090-00-01  
Location: Cook County

Position Title: Senior Public Service Administrator  
Position Number: 40070-42-00-400-10-01  
Division: Director's Office/Coal Development & Marketing  
Incumbent: Vacant  
Supervisor: Senior Public Service Administrator 40070-42-00-400-00-01  
Location: Sangamon County

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X. AMENDMENTS IN CLASS SPECIFICATIONS

A. Comments on Class Specifications

1. Child Welfare Nurse Specialist; Corrections Nurse 1; Health Facilities Surveillance Nurse; Registered Nurse 1; Registered Nurse 2

The Civil Service Commission directed a letter dated July 16, 1981 to the then Director of Personnel asking that linguistic requirements on classes be included wherein at least one position requires bilingual skills. Therefore, the following sentence is being added to the requirements section for those classes: "In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communications skills."

2. Medical Assistance Consultant I; Medical Assistance Consultant II

The titles of Medical Assistance Consultant I and Medical Assistance Consultant II have been revised to reflect the appropriate duties and responsibilities of their respective titles. The Medical Assistance Consultant I functions as an assistant to the Medical Assistance Consultant II and does not supervise; therefore, the language relating to the supervisory duties have been removed and replaced with duties of an assistant. This change will not affect any incumbent as no one currently holds the one position that is established at this time. The Medical Assistance Consultant II specification has been revised to include the duty of determinations of over utilization, fraud or abuse of medical services. This addition clarifies the duties of this title that 72 incumbents currently hold. The Medical Assistance Consultant III was reviewed and found to be reflective of the work of the class; therefore, no changes are requested for the Medical Assistance Consultant III. Central Management Services advised that they do not foresee any problems with this proposal.

B. Recommendations for Commission Action

The class specifications for the following classes, submitted by the Director of Central Management Services, were found satisfactory.

**WILL THE COMMISSION APPROVE THE CLASS SPECIFICATIONS FOR THE FOLLOWING CLASSES TO BE EFFECTIVE MAY 1, 2003?**

Revised Classes

Child Welfare Nurse Specialist

Corrections Nurse 1

Health Facilities Surveillance Nurse

Registered Nurse 1

Registered Nurse 2

April 17, 2003

X. AMENDMENTS IN CLASS SPECIFICATIONS (continued)

B. Recommendations for Commission Action (continued)

Revised Classes (continued)

Medical Assistance Consultant I

Medical Assistance Consultant II

**WILL THE COMMISSION DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF NOT CONTAINED IN THIS REPORT TO ALLOW ADEQUATE STUDY?**

XI. NON-MERIT APPOINTMENT REPORT

The Personnel Code permits non-merit appointments for a limited period of time, i.e., emergency appointments shall not exceed 60 days and shall not be renewed, and positions shall not be filled on a temporary or provisional basis for more than six months out of any twelve-month period. Consecutive non-merit appointments are not violative of the Code, however, they do present a possible evasion of merit principles and should be monitored. Set forth below is the number of consecutive non-merit appointments made by each department. These statistics are from the Department of Central Management Services consecutive non-merit report as of March 31, 2003.

	<u>2/28/03</u>	<u>3/31/03</u>
Central Management Services	5	4
DCEO	2	2
Corrections	1	2
Employment Security	0	1
Human Services	4	3
Labor Relations Board Educ.	1	1
Military Affairs	1	1
Natural Resources	15	5
Professional Regulation	3	3
Public Health	0	4
State Police	1	1
State Retirement Systems	0	1
Transportation	<u>21</u>	<u>19</u>
	54	47

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XII. APPEALS PENDING DECISION

Dismissals

<u>Name</u>	<u>Title</u>	<u>Department</u>
Jeffery Greene	Mental Health Tech II	Dept. Human Services

CHARGES: Conduct unbecoming a state employee; proving false/conflicting information during official investigation  
Request for hearing filed: August 7, 2002

**WHAT IS THE DECISION OF THE COMMISSION?**

XIII. ANNOUNCEMENT OF NEXT MEETING

Announcement of the next regular meeting to be held on Thursday, May 15, 2003 at 9:30 a.m. in the Commission's Springfield Office.

XIV. MOTION TO ADJOURN